

U.S. DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION  
WASHINGTON, D.C. 20202

**FISCAL YEAR 2003**

**APPLICATION FOR NEW GRANTS UNDER THE  
NATIVE HAWAIIAN EDUCATION PROGRAM**

**CFDA 84.362A**

**FORMS APPROVED**

**OMB No. 1890-0009 Exp. Date: 6/30/2005**



**DATED MATERIAL - OPEN IMMEDIATELY**

**CLOSING DATE: AUGUST 6, 2003**

## **ESTIMATED PUBLIC REPORTING BURDEN STATEMENT**

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**If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651.**

# TABLE OF CONTENTS

<b>Dear Applicant Letter.....</b>	<b>1</b>
<b>Introduction.....</b>	<b>3</b>
Eligible Applicants	
Application Deadline	
Notification of Intent To Apply For Funding	
<b>General Application Instructions .....</b>	<b>4</b>
Application Format: Page Limits, Type Size, Margins	
Application Order	
Number of Copies	
<b>Selection Criteria for Program Narrative.....</b>	<b>7</b>
<b>Application Checklist – Things to Check Before You Mail Your Application.....</b>	<b>10</b>
<b>Instructions for Transmitting Applications.....</b>	<b>11</b>
Applications Sent by Mail	
Applications Delivered by Hand	
<b>APPENDIX A: Notices.....</b>	<b>12</b>
Notice Inviting Applications for New Awards (Priorities)	
Notice to All Applicants	
Important Notice to Prospective Participants in U.S. Department of Education Grant and Contract Programs	
<b>APPENDIX B: Required Forms.....</b>	<b>24</b>
Application for Federal Assistance (ED 424)	
Instructions for ED Form 424	
Definitions for ED Form 424	
Budget Information Non-Construction Programs (ED 524)	
Instructions for ED Form 524	
Assurances-Non-Construction Programs	
Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions	
Disclosure of Lobbying Activities	
Survey on Ensuring Equal Opportunity for Applicants (if applicable)	
<b>APPENDIX C: Program Statute.....</b>	<b>42</b>

Dear Applicant:

Thank you for your interest in the Native Hawaiian Education program authorized under Title VII, Part B of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110).

Included in this application package are the instructions and forms needed to submit an application to the U.S. Department of Education. Please take the time to review the authorizing statute, the applicable priorities, and all of the application instructions thoroughly.

This year the Department, reflecting instructions contained in the conference report accompanying the fiscal year 2003 appropriation for the Department, will fund only projects that meet one of the following five absolute priorities:

Absolute Priority 1 – Family-Based Education Centers – The applicant will support the operation of a family-based education center that provides such services as –

- (a) Programs for Native Hawaiian parents and their infants from the prenatal period of the infants through age three;
- (b) Preschool programs for Native Hawaiians; and
- (c) Research on, and development and assessment of, family-based, early childhood, and preschool programs for Native Hawaiians.

Absolute Priority 2 – Curriculum Development – The applicant will develop academic and vocational curricula to address the needs of Native Hawaiian children and adults, including curriculum materials in the Hawaiian language and mathematics and science curricula that incorporate Native Hawaiian tradition and culture.

Absolute Priority 3 – Gifted and Talented – The applicant will support activities that address the special needs of Native Hawaiian students who are gifted and talented, such as –

- (a) Educational, psychological, and developmental activities designed to assist in the educational progress of those students; and
- (b) Activities that involve the parents of those students in a manner designed to assist in the students' educational progress.

Absolute Priority 4 – Community-Based Learning Centers – The applicant will support the operation of one or more community-based learning centers that address the needs of Native Hawaiian families and communities through the coordination of public and private programs and services, including –

- (a) Preschool programs;
- (b) After-school programs;
- (c) Vocational and adult education programs; and
- (c) Programs that recognize and support the unique cultural and educational needs of Native Hawaiian children and incorporate appropriately qualified Native Hawaiian elders and seniors.

Absolute Priority 5 – Early Childhood Education – The applicant will support development and maintenance of a Native Hawaiian early education and care system to provide a continuum of services for Native Hawaiian children from the prenatal period of the children through age 5.

Absolute Priority 6 – School Construction and Renovation – The applicant will support construction, renovation and modernization of any elementary school, secondary school, or structure related to an elementary school or secondary school run by the Department of Education of the State of Hawaii that serves a predominantly Native Hawaiian student body.

An applicant may request funding for a multi-year award up to 3 years. In order to be considered for a multi-year award, the applicant must explain why a multi-year project is needed and provide a detailed budget for each of the years of the proposed project. The Department will establish, at the time of the initial award, the funding levels for each year of the grant award. If you are selected for an award, we will review the budgets for all years of the project at the same time. This means that future continuation awards will rely heavily on project performance reports, which will need to be submitted near the end of each budget period. The Department will notify grantees of when the reports are due.

Please call Lynn Thomas at (202) 260-1541 if you have any questions about the program after reviewing the application package. We look forward to receiving your application and appreciate your efforts to meet the educational needs of Native Hawaiian children through this program.

## INTRODUCTION

This is a complete application package for applicants seeking Fiscal Year (FY) 2003 funding under the Native Hawaiian Education program, authorized under Title VII, Part B of the No Child Left Behind Act of 2001.

We award competitive 3-year grants to support innovative projects that provide supplemental services that address the educational needs of Native Hawaiian children and adults.

We will fund only projects that meet one of the following six absolute priorities:

- Priority 1 – Family-based education centers
- Priority 2 - Curriculum and professional development
- Priority 3 – Gifted and talented
- Priority 4 – Community-based learning centers
- Priority 5 – Early childhood education
- Priority 6 – Construction/renovation

***See the Notice Inviting Applications for New Awards under Appendix A for specific information regarding the priorities (pp. 12).***

## ELIGIBLE APPLICANTS

Native Hawaiian educational organizations; Native-Hawaiian community-based organizations; and public and private nonprofit organizations, agencies, and institutions with experience in developing or operating Native Hawaiian programs or programs of instruction in the Native Hawaiian language; or consortia thereof.

## APPLICATION DEADLINE

The deadline for submitting an application is **August 6, 2003**. You should review the instructions on page 9 of this application package for meeting this deadline.

## NOTIFICATION OF INTENT TO APPLY FOR FUNDING

We will be able to develop a more efficient process for reviewing grant applications if we have an estimate of the number of entities that intend to apply for funding under this competition. Therefore, we strongly encourage each potential applicant to notify us by e-mail of its intent to submit an application for funding at the following address: [NHP@ed.gov](mailto:NHP@ed.gov), by July 25, 2003. Please put "Notice of Intent" in the subject line. This notification of intent to apply is **optional** and should not include information regarding the proposed application. Eligible applicants that do not e-mail intent to apply may still submit an application by the application deadline.

# **GENERAL APPLICATION INSTRUCTIONS**

## **APPLICATION FORMAT: Suggested Page Limit, Type Size and Margins**

The Secretary strongly requests the applicant to limit the program narrative to no more than 25 pages and that each applicant that submits an application adhere to the following guidelines:

- The suggested page limit does not apply to the title page for (ED 424), the one-page abstract, the budget summary form and narrative budget justification, the resumes, or the assurances and certifications.
- Submit your application on 8 1/2" x 11" paper.
- Leave a 1-inch margin on all sides.
- Double space (no more than three lines per vertical inch) all text in the program narrative.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).
- Include all critical information in the program narrative, eliminating the need for appendices.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document.

Please provide one (1) original plus two (2) copies of the application.

## **APPLICATION ORDER:**

It is recommended that your application be organized in the following manner and include the following parts.

- **PART 1: APPLICATION FOR FEDERAL ASSISTANCE (STANDARD FORM 424 (REV. 1/99))**

This part of your application consists of the standard application face page on which you provide basic identifying information about the applicant and the application. Specific instructions for completing this form are located on the back of the form.

Applicants should clearly indicate, in block #4 of this form, the CFDA number of the program (e.g., 84.362A). If this information is not provided, your application may be assigned and reviewed under a different program than the one you intended. In block #13 clearly indicate the priority you are addressing.

- **PART 2: TABLE OF CONTENTS**

The Table of Contents shows where and how the important sections of your proposal are organized.

- **PART 3: PROJECT ABSTRACT**

A 1-2 page concise description of the project objectives, activities, absolute priority, and the number of Native Hawaiians to be served.

- **PART 4: PROOF OF ELIGIBILITY**

This part of your application requires a narrative containing information regarding your eligibility to apply for this program. Please provide a detailed statement of your experience in developing or operating Native Hawaiian Programs or programs of instruction conducted in the Native Hawaiian language.

- **PART 5: PROGRAM NARRATIVE**

The narrative responds to the program selection criteria found on page --. The narrative should be limited to no more than 25 single-sided, double-spaced pages printed in 12-point font or larger. The suggested page limitation does not include the title page, Application for Federal Assistance (ED 424), on-two page abstract, the budget summary for (ED 524) and the narrative budget justification, or the assurances and certifications.

- **PART 6: BUDGET FORM AND INFORMATION (ED FORM 524)**

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide completed budget information for each of the years (1-3) of the proposed project. Specific instructions for completing the budget forms and information immediately follow the form.

**Name:** Enter the Name of the applicant organization(s) or institution(s) in the blank space provided.

**Personnel (line 1):** Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

**Fringe Benefits (line 2):** The institution's normal fringe benefit contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

**Travel (line 3):** Indicate the travel costs of employees and participants only. Include travel of such persons as consultants and trainees on line 6.

**Equipment (line 4):** Indicate the cost of tangible, non-expendable personal property that has a usefulness of greater than one year and acquisition costs that is the lesser of the capitalization level established by the applicant entity for financial statement purposes, or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

**Supplies (line 5):** Show all tangible personal property except that included on line 4.

**Contractual (line 6):** The contractual category should include all cost specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant travel costs, fees, and expenses in this category if the consultant's services are obtained through a written binding agreement or contract.

**Construction (line 7):** Not applicable.

**Other (line 8):** Indicate all direct costs not covered on lines 106. Examples are equipment or space rental, required fees, consultant fees, honoraria and travel



(where a contract is not in place for services), stipends, training, and communication and printing costs.

**Total Direct Costs (line 9):** The sum of lines 1-8.

**Indirect Costs (line 10):** Indicate the applicant's approved, unrestricted, indirect cost rate, per sections 75.560 – 75.580 of EDGAR. If an applicant does not have an approved indirect cost rate agreement with a cognizant Federal agency, the applicant must apply to the Department for a temporary indirect cost rate if it wishes to charge indirect costs to the grant. For more information, go to the Department's website at: [www.ed.gov/offices/OCFO/FIPAO/icgindex.html](http://www.ed.gov/offices/OCFO/FIPAO/icgindex.html), or call the Indirect Cost group at (202) 708-8787.

**Training Stipends (line 11):** Not applicable.

**Total Cost (line 12):** This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1 (a)*, should also be equal to item 13a on the application face sheet (ED Form 424)

- **PART 7: BUDGET NARRATIVE**

This part requires itemized budget breakdown by project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs, and any other projected expenditures.

\*Be sure to complete the budget form for each year of the proposed project.

- **PART 8: INDIVIDUAL RESUMES FOR PROJECT DIRECTORS & KEY PERSONNEL**

Provide brief resumes or job descriptions that include relevant qualifications for contributions to the achievement of project goals and objectives.

- **PART 9: ASSURANCES AND CERTIFICATES**

Be certain to include all assurances and certifications, and sign each form in the appropriate place. The assurances and certifications included in the package are:

1. Assurances-Non-construction Programs
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
3. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction
4. Disclosure of Lobbying Activities (if applicable)
5. Survey on Ensuring Equal Opportunity for Applicants (if applicable)

## **NUMBER OF COPIES**

All applicants are required to submit one signed original and two copies of the application. Each copy of the application must include a SF 424 form.

Remember – each application must be a self-contained document. The applicant should not be bound or enclosed in a folder. The preferred method is to clip or staple the application. All sections of the application and all appendices or attachments must be suitable for photocopying in order to be included in the materials given to the reviewers.

# **SELECTION CRITERIA**

## **INSTRUCTIONS**

The program narrative should follow the order of the selection criteria listed below. Describe in detail activities planned for each funding period. Three peer reviewers outside ED will review each proposal. Reviewers will be asked to address each selection criterion identified below and to make an overall recommendation regarding each proposal. Reviewers will evaluate applications solely on the basis of the criteria identified below. The maximum score for all of these criteria is 105 points. The maximum score for each criterion is indicated in parentheses.

## **SELECTION CRITERIA:**

The project narrative should include the following sections in this order. Applicants are strongly encouraged to limit the narrative to 25 pages:

### **(A) SIGNIFICANCE. ( 20 points)**

- (1) The Secretary considers the significance of the proposed project.**
- (2) In determining the significance of the proposed project, the Secretary considers one or more of the following factors:**
  - (i) The significance of the problem or issue to be addressed by the proposed project.**
  - (ii) The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.**

### **(B) QUALITY OF PROJECT DESIGN. ( 35 points)**

- (1) The Secretary considers the quality of the design of the proposed project.**
- (2) In determining the quality of the design of the proposed project, the Secretary considers one or more of the following factors:**
  - (i) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements. (10 points)**
  - (ii) The extent to which the proposed project represents an exceptional approach to the priorities established for the competition. (10 points)**
  - (iii) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (10 points)**
  - (iv) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (5 points)**

**(C) QUALITY OF PROJECT PERSONNEL. (10 points)**

- (1) The Secretary considers the quality of the personnel who will carry out the proposed project.**
- (2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.**
- (3) In addition, the Secretary considers one or more of the following factors:**
  - (i) The qualifications, including relevant training experience, of the project director.**
  - (ii) The qualifications, including relevant training and experience, of key project personnel.**
  - (iii) The qualifications, including relevant training and experience, of project consultants or subcontractors.**

**(D) QUALITY OF MANAGEMENT PLAN. (15 points)**

- (1) The Secretary considers the quality of the management plan for the proposed project.**
- (2) In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:**
  - (i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.**
  - (ii) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.**
  - (iii) The extent to which the time commitments of the project director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.**

**(E) QUALITY OF PROJECT EVALUATION. (20 points)**

- (1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.**
- (2) In determining the quality of the evaluation, the Secretary considers one or more of the following factors:**
  - (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.**
  - (ii) The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.**
  - (iii) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.**

**(F) COMPETITIVE PREFERENCE. (5 points)**

**The legislation of 20 U.S.C. 75.105(c)(2) for this competition and will award an applicant, in addition to any points that an applicant earns under the selection criteria, five points if it proposes a project that is designed to address one or more of the following:**

- (a) Beginning reading and literacy among students in kindergarten through third grade;**
- (b) The needs of at-risk children and youth;**
- (c) Needs in fields or disciplines in which Native Hawaiians are underemployed; and**
- (d) The use of the Hawaiian language in instruction.**

**An applicant that addresses one or more of these competitive priorities will receive a total of five additional points in the competition. If an applicant addresses more than one competitive priority, it will receive five additional points in total, rather than five points for each of the priorities addressed.**

# **APPLICATION CHECKLIST**

**Does your application include the following?**

- \_\_\_\_\_ **Application Cover Page (SF 424)**
- \_\_\_\_\_ **Table of Contents**
- \_\_\_\_\_ **Project Abstract**
- \_\_\_\_\_ **Proof of Eligibility**
- \_\_\_\_\_ **Program Narrative responding to Selection Criteria**
- \_\_\_\_\_ **Budget Form (ED Form 524)**
- \_\_\_\_\_ **Budget Narrative**
- \_\_\_\_\_ **Individual Resumes for Project Directors & Key Personnel**
- \_\_\_\_\_ **Assurances and Certifications**
  - [ ] **Assurances - Non-construction Programs**
  - [ ] **Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.**
  - [ ] **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**
  - [ ] **Disclosure of Lobbying Activity (if applicable)**
  - [ ] **Survey on Ensuring Equal Opportunity for Applicants (if applicable)**

**Did you ---**

- \_\_\_\_\_ **Provide one (1) signed original and two (2) copies of the application?**
- \_\_\_\_\_ **Include all required forms with original signatures and dates?**

## **INSTRUCTIONS FOR TRANSMITTING APPLICATIONS**

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

### **Applications Sent by Mail**

You must mail the original and two copies of the application on or before the deadline date to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA 84.362A  
Washington, DC 20202-4725

You must show one of the following as proof of mailing:

- (1) A legibly dated U. S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U. S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (3) A mail receipt that is not dated by the U.S. Postal Services.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

### **Applications Delivered by Hand**

You or your courier must hand deliver the original and 2 copies of the application by 4:30 p.m. (Washington, DC time) on or before the deadline date to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA# 84.362A  
7<sup>th</sup> and D Streets, SW  
ROB-3, Room 3633  
Washington, DC 20202-4725

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, DC time), except Saturdays, Sundays and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.

### **SPECIAL NOTE:**

Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (e.g., a commercial carrier such as Federal Express or United Parcel Service; U.S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” or follow the instructions for “Applications Delivered by Hand.”

## **APPENDIX A: NOTICES**

### **Federal Register Notice**

**Notice to All Applicants – OMB Control No. 1890-0007**

**Important Notice to Prospective Participants  
in U.S. Department of Education  
Grants and Contract Programs – ED Form 5348**

## **APPENDIX B: REQUIRED FORMS**

**<http://www.ed.gov/offices/OCFO/grants/appforms.html>**

**Application for Federal Education Assistance (ED 424)**

**Instructions for Form ED 424**

**Definitions for Form ED 424**

**Budget Information ED Form No. 524**

**Assurances – Non-Construction Programs – Standard Form 424B**

**Certifications Regarding Lobbying; Debarment, Suspension and Other  
Responsibility Matters; and Drug-Free Workplace Requirements  
ED 80-0013**

**Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion – Lower Tier Covered Transactions  
ED 80-0014**

**Disclosure of Lobbying Activities**

**Survey on Ensuring Equal Opportunity for Applicants**



## **APPENDIX C: STATUTE**

**<http://www.ed.gov/legislation/ESEA02/pg104.html>**